

IM Series – Loading Rates

The following condition must be met before loading rates:

- The customer must have a rate protection plan.
- The machine must be declared.

1. Press the **“MENU”** button.
2. Touch **“Next Items”** (or scroll down) until you see **“Supervisor”**
3. Select **“Supervisor”**.
4. Using the numeric keypad, enter the Supervisor PIN Code, **“09430”**.
5. Touch or press **“OK”**.
6. Touch **“Next Items”** (or scroll down) until you see **“Options and Updates”**
7. Select **“Options and Updates”**.
8. Select **“Rate Management”**.
9. Select **“Check for updates”**.
10. The machine will perform a Generic Call.

The Generic Call consists of:

- Preparing for the call
- Dialing the call
- Transaction in progress

DO NOT INTERRUPT THIS PROCESS.

11. When the Generic Call finishes, the rates should have successfully loaded.
12. Touch or press **“OK”**.
13. The rates currently loaded on the machine are listed on screen.
 - The new rates, **USPS – RTL – 01/02/2011**, will become active on the effective date.
 - To check what rates are loaded on the machine at any time, log in as Supervisor, and navigate back to the Rate Management menu as outlined above.
14. Touch the Power key at the top right of the control panel to exit Supervisor Mode.

*These instructions apply to all IM Series machines. There may be some variation in the process depending on which version of software your machine has on it.